



Office of the City Clerk  
City of South Miami

6130 Sunset Drive  
South Miami, FL 33143

Phone: (305) 663-6340  
Fax: (305) 663-6348

**REQUEST FOR PUBLIC RECORDS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_

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**I REQUEST TO VIEW THE FOLLOWING DOCUMENTS:**

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**I REQUEST COPIES OF THE FOLLOWING DOCUMENTS:**

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NUMBER OF PHOTOCOPIES (not to exceed 14" x 8") x 15 cents / sheet = \_\_\_\_\_

NUMBER OF TWO-SIDED PHOTOCOPIES x 20 cents / sheet = \_\_\_\_\_

NUMBER OF CERTIFIED COPIES x \$1.00 / sheet = \_\_\_\_\_

NUMBER OF VIDEO TAPES x \$10.00 / each (*Pre-Paid*) = \_\_\_\_\_

**SPECIAL SERVICE CHARGE** *F.S. 119.07(d)*

LABOR COST OF THE PERSONNEL PROVIDING SERVICE: \_\_\_\_\_ hr(s) x \$\_\_\_\_/hr = \_\_\_\_\_

**TOTAL PRICE FOR THIS REQUEST FOR PUBLIC RECORDS =** \_\_\_\_\_

*F. S. 119.07*

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Today's Date

**For Office Use Only**

Forwarded on: \_\_\_\_\_

Department: \_\_\_\_\_

Completed on: \_\_\_\_\_